

## State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Administrative and Financial Services/Maine Revenue Services and Office of Information Technology		
Department Contract Administrator or Grant Coordinator:	Susan T. Smith		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 46,600.00	Advantage CT / RQS #:	20160802*393
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/2/2016	Effective Date:
	Previous End Date:	7/31/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Lawson Property Services 134 Main Street, Suite 2A Winthrop, ME 04364		
Brief Description of Goods/Services/Grant:	Building maintenance for leased space at 51 and 45 Commerce Drive		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
X	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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## PART III: SUPPLEMENTAL INFORMATION

Facility maintenance and improvements are ongoing to support the business initiatives of MRS and OIT. In addition to monthly maintenance expenses, there are increased expenses for sanitization in response to the ongoing COVID-19 pandemic.

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

Lawson Property Services is the building management service for the landlord of 51 Commerce Drive and is therefore experienced with the operation and construction of the property. Lawson also provides facility management for other State office spaces located at Commerce Drive. As the property owner's management service, Lawson has building and property records readily available, enabling them to respond quickly to research departmental needs.

Because the landlord owns the facility being leased by the State, the State must work through the landlord's selected management service, Lawson Property Services.

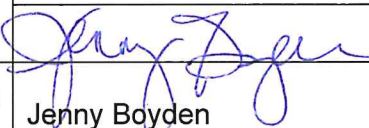
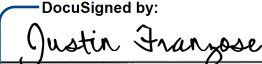
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The contract stipulates quote bids for services over \$5,000. The contract administrator periodically consults with the Bureau of General Services, Division of Leased Spaces, to compare service delivery costs. The negotiated rates are deemed fair and reasonable.

**4. Describe the plan for future competition for the goods or services.**

The contract administrator shall monitor work delivery, performance, and the cost of Lawson Property Services. The contract administrator periodically consults with the Bureau of General Services, Division of Leased Spaces, to compare service delivery costs. If project costs are not reasonable, in the judgment of BGS, the Department shall pursue other service delivery means.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Jenny Boyden	<b>Date:</b>	12/14/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>AEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	12/15/2020